SCHOOL FOOD SERVICE MANAGER ESSENTIALS

AN OVERVIEW OF SCHOOL MEALS

The Office of Public Instruction School Nutrition Programs administers the following U.S. Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program
- Special Milk Program
- Summer Food Service Program (SFSP)
- USDA Foods Program (which includes the DoD Fresh Fruit and Vegetable Program)
- Fresh Fruit and Vegetable Program
- Montana Team Nutrition Program

The Office of Public Instruction also administers a statewide Cooperative Purchase program that is available to help schools procure food at a reduced price per case.

Food served to children who participate in USDA programs must meet defined regulations. The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) will begin to change how school nutrition programs are implemented. Changes in regulation will reinforce the recently updated Dietary Guideline goals, which include:

Balancing Calories
- Enjoy your food, but eat less.
- Avoid oversized portions.

Foods to Increase
- Make half your plate fruits and vegetables.
- *Switch to fat-free or low-fat (1%) milk*

See a complete list of the Dietary Guidelines at
http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf

Foods to Reduce
- Compare sodium in foods like soup, bread, and frozen meals – and choose the foods with lower numbers.
- *Drink water instead of sugary drinks.*

Schools are expected to switch to fat-free and low-fat% milk (flavored or unflavored) and to make drinking water available to children during meal service in the 2011-12 school year.

Schools can choose to use a food-based plan (Traditional or Enhanced) or a nutrient-standard plan. Schools using a food-based menu plan are required to include a certain number of servings from all the food groups daily. Schools using a nutrient-standard menu plan are required to provide foods that meet age-related nutrient requirements over the course of a week *and* each week of menus needs to be monitored through computer analysis. Expect to see further changes to menu plans in 2012-13.

Menu Planning Options

Traditional Food-Based Menu Planning:
This is the oldest menu planning system. It is based on the four food groups: milk, meat/meat alternate, bread/grains, and fruits/vegetables. This system requires food group components in the portion sizes for the different age/grade groups every day.

Lunch K-3 (you may use the minimum serving sizes for 4-12)

- ✓ 8 ounces of **1% or skim milk**
- ✓ 1½ ounces Meat/Meat Alternate **or** a weekly total of 7½ ounces with a minimum of 1 ounce daily
- ✓ ½ cup Vegetables/Fruits (2 different kinds)
- ✓ 1 serving of Grains/Breads daily (total of 8 servings over the week)

Lunch 4-12 (you may serve these minimum serving sizes to K-3)

- ✓ 8 ounces of **1% or skim milk**
- ✓ 2 ounces Meat/Meat Alternate **or** a weekly total of 10 ounces with a minimum of 1 ounce daily
- ✓ 3/4 cup Vegetables/Fruits (2 different kinds)
- ✓ 1 serving of Grains/Breads daily (total of 8 servings over the week)

Lunch 7-12 (optional)

- ✓ 8 ounces of **1% or skim milk**
- ✓ 3 ounces Meat/Meat Alternate **or** a weekly total of 15 ounces with a minimum of 1 ounce daily
- ✓ 3/4 cup Vegetables/Fruits (2 different kinds)
- ✓ 1 serving of Grains/Breads daily (total of 10 servings over the week)

Enhanced Food-Based Menu Planning:
This system is similar to the Traditional menu, but it requires more servings of Fruits/Vegetables and Grains/Breads.

Lunch K-6

- ✓ 8 ounces of **1% or skim milk**
- ✓ 2 ounces Meat/Meat Alternate **or** a weekly total of 10 ounces with a minimum of 1 ounce daily
- ✓ ¾ cup Vegetables/Fruits (2 different kinds; an extra ½ cup over the week)
- ✓ 1 serving of Grains/Breads daily (total of 12 servings over the week)

Lunch 7-12

- ✓ 8 ounces of **1% or skim milk**
- ✓ 2 ounces Meat/Meat Alternate **or** a weekly total of 10 ounces with a minimum of 1 ounce daily
- ✓ 1 cup Vegetables/Fruits (2 different kinds)
- ✓ 1 serving of Grains/Breads daily (total of 15 servings over the week)

Lunch K-3 (optional)

- ✓ 8 ounces of **1% or skim milk**
- ✓ 1½ ounces Meat/Meat Alternate **or** a weekly total of 7½ ounces with a minimum of 1 ounce daily
- ✓ 3/4 cup Vegetables/Fruits (2 different kinds)
- ✓ 1 serving of Grains/Breads daily (total of 10 servings over the week)
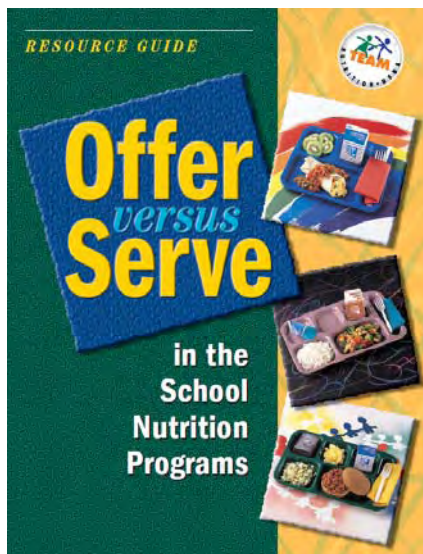
Nutrient-Standard Menu Planning (NSMP):
This meal plan is based on nutrients, not food groups. Schools that use this meal plan are required to conduct a computer analysis of their menus to ensure that they meet at least one-third of the RDA in specific nutrients (listed above) for lunch and one-fourth of the RDA for breakfast. *It is important to remember that nutrients are averaged for a whole week, so some meals may be higher or lower in certain nutrients as long as they balance out over the course of a week.*

For lunch, schools using NSMP must include:

- ✓ *Entrée*
- ✓ *Side dish*
- ✓ *8 fluid ounces of **1% or skim milk***

Offer Versus Serve (OVS): Offer versus serve gives students the option to decline one or more of the meal components. This option is used with food-based and nutrient-standard menu planning**. Offer Versus Serve is an option for grades K-8, and a requirement for grades 9-12 at lunch.**

If a school is using Offer Versus Serve: For food-based menu planners, students may decline one or two of the five components. For nutrient-standard, students may decline either the side dish or the milk. They must take the entrée.

High schools are required to participate in offer versus serve at lunch and must allow students to decline two of the five components in the food-based menu planning systems. **If a K-8 school IS NOT using offer versus serve**, students must take **ALL of the meal components** to have a reimbursable meal.

Benefits of OVS: Less food waste, cost savings when preparing less food, increased customer satisfaction, and students eat better when they are allowed choices.

http://www.fns.usda.gov/tn/resources/offer_v_serve.html

Production Records

Production records are menu planning option specific; meaning that Traditional and Enhanced menu planners use the food-based form, and nutrient-standard menu planners use the nutrient-standard form. The production record is ***required*** for every reimbursable meal served. This is your school's "receipt" that shows that a reimbursable meal was served. Production records must be kept on file for three years plus the current year.

Food Based Production Record:
http://www.opi.mt.gov/pdf/schoolfood/forms/fs/DailyProductionRecord.doc

Nutrient-Standard Production Record:
http://www.opi.mt.gov/PDF/SchoolFood/Forms/FS/NutrientStandardProdRecord.doc

Required Documentation

- ✓ Date

- ✓ Menu

- ✓ Check appropriate boxes: Traditional, Enhanced, or Nutrient-Standard; Meal (Breakfast, Lunch, After School Snack); Offer versus Serve

- ✓ Number of Meals Served: Grades; Total Student Meals; Total Adult/Other Meals; Total Meals Served

- ✓ Planned Serving Size:
    - Traditional: Breakfast K-12; Lunch K-3, 4-12, optional 7-12
    - Enhanced: Breakfast K-12, optional 7-12; Lunch K-6, 7-12, optional K-3
    - NSMP: Breakfast: K-12, optional 7-12; Lunch K-6, 7-12, optional K-3

- ✓ Components (remember to include condiments)

- ✓ Total Food Used and/or Recipe number

- ✓ Food Temp: Temperatures must be taken and recorded at critical control points according to the school's HACCP plan prior to service.

Optional Documentation

- ✓ Amount Over/Short: This will help you adjust food production the next time an item that was significantly over or short is on the menu.

- ✓ Unit Cost and Total Cost: It is recommended that menu costs be documented for cost control.

- ✓ Comments: Record comments regarding any problem or special event that affected the meal.

Receiving Records for Satellite Kitchens
Schools that deliver meals to a satellite kitchen must complete receiving records for each separate location which includes the amount of food sent. The receiving kitchen needs to record how much food was used. Temperature monitoring is required at both locations. Receiving records are available at:
http://www.opi.mt.gov/pdf/schoolfood/forms/fs/ReceivingSchoolRecord.doc

Standardized Recpies

A standardized recipe is a recipe that has been tried, tested, evaluated and adapted for use by a foodservice. It produces a consistent quality and yield every time when exact procedures, equipment and ingredients are followed. Schools participating in the School Nutrition Programs are required to use and keep standardized recipes on file.

Requirements

Standardized recipes must include:

- ✓ Recipe name and number
- ✓ Ingredients
- ✓ Measure or weight of ingredients
- ✓ Specific directions including baking temperature and time

- ✓ Serving size
- ✓ Number of servings (yield)
- ✓ Meal pattern components

Benefits of Standardized Recipes

- Saves time on paperwork. If your school has a standardized recipe for a food product, simply write the recipe name, serving size, and number on the production record. The serving size is the individual portion size of the whole recipe, not individual components. This only needs to be written once, even if a recipe includes more than one component.

- Ensures a consistent product.

- Increases participation. Think about your favorite food at your favorite restaurant. Would it still be your favorite if it wasn't the same each time you ate it?

There are some great standardized recipes already developed and available for school foodservice use. To download the recipes, go to USDA's website
http://www.fns.usda.gov/tn/Resources/usda_recipes.html

A convenient standardized recipe form is located at
http://www.opi.mt.gov/PDF/SchoolFood/Forms/FS/10StandardRecipeFrm.pdf

Inventory

Physical Inventory: Schools are encouraged to conduct a physical inventory (where a staff person physically counts the food on the shelf) at least once a month. Commodities do not need to be kept separate on the inventory, but they MUST be included.

Perpetual Inventory: Schools have the option of using a perpetual inventory (an ongoing tally where food is added and subtracted as it enters and leaves the storeroom) in conjunction with the physical inventory.

Counting Meals

- Meals must be counted at the Point of Service (POS). A point of service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an enrolled student.

- A reimbursable meal varies from school to school depending on the menu planning option used (food-based, nutrient-standard, offer versus serve).

Civil Rights

School foodservices must:

- Conduct an annual Civil Rights training with all front line staff & maintain documentation of completion. http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf

- Display the "And Justice For All" poster where meal participants can read it. http://www.fns.usda.gov/cr/justice-translations/475C.pdf

- Never withhold benefits or meals on the basis of race, color, national origin, sex, age, or disability.

- Provide meals for students with disabilities as described in the USDA's *Accommodating Children with Special Dietary Needs*. For more information, go to http://www.fns.usda.gov/cnd/guidance/special_dietary_needs.pdf

- Count meals in such a way as there is no overt identification of participants receiving free or reduced-price meals. In other words, only individuals who work directly with School Nutrition Programs and approval of benefits should know whether or not a student qualifies for free or reduced price meals. Confidentiality is the key to program success.

Sanitation and Food Safety

- Schools must be licensed through the Department of Public Health and Human Services, and pay a licensure fee each January to continue serving meals.

- Schools are required to have two sanitation inspections per year.

- Schools are required to post the most recent Food Service license and food sanitation inspection report for public view.

- Schools must have a Hazard Analysis and Critical Control Points food safety system which includes Standard Operating Procedures (SOPs) *for every part of the facility* in which food is stored, prepared or served. SOPs are only required for meals and snacks sponsored by Child Nutrition Programs. See http://sop.nfsmi.org/HACCPBasedSOPs.php for applicable SOPs.

Plan Healthful Menus

- Limit total fat to less than 30% of total calories and limit saturated fat to less than 10% of total calories. Limit high fat entrees (more than 15 grams of fat/serving) to two times a week.

- Must offer a variety of milk, more specifically 1% or skim.

- Promote fresh fruits, vegetables, and whole grains to students.

- Make water available to students in the lunchroom.

- Promote breakfast! Try to extend breakfast hours, adjust service style, offer grab and go items, or breakfast in the classroom.

- Educate students on nutrition through cafeteria displays, menus and newsletters.

- Advocate and support healthier food and beverage choices throughout the school by working with your school district's wellness policy.

Make Meal Time Pleasant

Meal time should be a pleasant experience. It is the time of day that children have to relax and visit with their friends while they enjoy a nutritious meal.

1. **Make sure that meal scheduling is appropriate.** It is recommended that lunch be scheduled between 11:00 a.m. and 1:00 p.m. Breakfast may be scheduled anytime in the morning, if schools want to provide a breakfast as part of the school day.

2. **Make sure that there is adequate time to eat.** It is recommended that children have at least 20 minutes to eat a lunch meal <u>after</u> sitting down. Children need at least 10 minutes <u>after</u> receiving a breakfast meal to eat.

3. **Implement a "recess before lunch" policy**. Allowing elementary children to play first and then eat their lunch is beneficial to students. Studies show that children consume food better and drink more milk. Teachers also report that cafeteria and playground behavior is improved (less discipline problems). For more information see: http://www.opi.mt.gov/pdf/SchoolFood/RBL/RBLGeneral.pdf

4. **Presence of school staff can increase food intake**. A recent study found that when a teacher is present during mealtime to encourage children to try new foods and select a variety of foods, food consumption and milk intake is better. Educate school staff to meal requirements, portion sizes and offer versus serve.

5. **Encourage but never force a child to eat**. Your role is to provide the food. It is the child's role to decide whether he wishes to eat it or not.

6. **Offer choices to children through menu selection and "self-serve**." Children eat better when offered a choice, especially when it comes to fruits and vegetables. Try offering two choices of fruits and vegetables a day and letting children help themselves. It can be as simple as fresh grapes and applesauce or raw carrots and cooked whole kernel corn.

7. **Obtain input from teachers, parents and students about making the cafeteria environment pleasant.** Survey teachers, parents and students about ways to make the eating experience more enjoyable.

8. **Encourage adults to model healthy habits in the cafeteria**. Encourage staff to occasionally eat lunch with the students so the students may see them making healthy food choices. This is a great opportunity to interact with students, reinforce good table manners and socialize with the students.

9. **Train lunchroom duty staff about appropriate supervisory techniques for managing the school cafeteria.** Develop appropriate training for those who supervise the cafeteria to maintain a safe, orderly and pleasant dining experience for the students, teachers and visiting parents.

To Find More Information

➢ *A Menu Planner for Healthy School Meals* has complete information on reimbursable meals including charts, grade groups, menu planning suggestions, and much more. http://www.fns.usda.gov/tn/resources/menuplanner.html

➢ The *Food Buying Guide* gives practical steps on how to plan, purchase and serve meals that follow USDA requirements. http://www.fns.usda.gov/tn/resources/toolsforschools.html

   View these resources online or order materials from Team Nutrition Web site: http://tn.ntis.gov/

➢ **Montana Lunchline:** This resource is a "must" for all food service managers. It allows all food service managers to communicate around the state and is a great way to network with other school foodservice managers. Contact Katie Bark by telephone at (406) 994-5641 or by e-mail kbark@mt.gov to sign up.

➢ The *School Food Service Peer Consultant Network* provides consultation services on a wide variety of food service management topics. Experienced school nutrition personnel offer free training, mentoring and technical assistance to other school nutrition staff in their region. For a listing of the current mentors available around the state, check out http://www.opi.mt.gov/pdf/SchoolFood/Resources/TN/09_10PeerTrainerDirectory.pdf

➢ Call **School Nutrition Programs** at the Office of Public Instruction at (406) 444-2501, or look online at www.opi.mt.gov/schoolfood/index.html. This Web site has blank forms, information, and links to resources like the USDA and Team Nutrition.

➢ For more information on USDA's Child Nutrition Programs, go to www.fns.usda.gov.